



Host & Participating Guest Checkout List

GUEST: Please work with your host to complete this checkout list prior to your last day at Berkeley Lab. Review each item below and take appropriate action on all applicable items. Please sign the form and return all Berkeley Lab property items to your host or division guest processing contact prior to your departure from Berkeley Lab.

HOST OR DIVISION GUEST PROCESSING CONTACT: Please work with your guest to complete this checkout list prior to your guest's last day at Berkeley Lab. Please initial all applicable items below and sign to verify completion of each action.

Supervisor initials

Return LBNL ID Badge*

Return LBNL Parking Permit*

Return LBNL/UC keys*

All log-in IDs or passwords have been removed from Lab computer system(s)

All outstanding travel vouchers have been completed and submitted

All LBNL/UC library books or other library items have been returned
(Library x5621)

All LBNL original records, property, and equipment have been returned to host
or designee.

Copies of all LBNL research notebooks have been returned to host or designee

NOTE: Ownership of all files and programs containing useful algorithms or data should be transferred to an appropriate member of the group or Division. Contact help@lbl.gov to close applicable electronic accounts, such as email, calendar, UNIX, etc.

***Leave items with host or Division Guest Processing Contact**

Failure to surrender these items may result in loss of future access privileges.

Host Signature

Guest Signature

Print Name

Date

Print Name

Date

Guest ID #: _____